



*Town of Milton*  
115 Federal Street, Milton, Delaware 19968  
[www.milton.delaware.gov](http://www.milton.delaware.gov)  
Phone: 302-684-4110 Fax: 302-684-8999

## **JOB DESCRIPTION**

<b>Job Title:</b>	<u>Maintenance &amp; Recreation Superintendent</u>	<b>Reports to:</b>	<u>Town Manager 40 hrs/week and On-Call Shifts as assigned</u>
<b>Classification:</b>	<u>Exempt</u>	<b>Hours:</b>	<u>Shifts as assigned</u>
<b>Prepared by:</b>	<u>Town Manager</u>	<b>Approved by:</b>	<u>Mayor &amp; Town Council</u>
<b>Date Approved:</b>	<u>2/20/2023</u>	<b>Last Revision Date:</b>	<u>February 2023</u>

## **SUMMARY**

The Maintenance & Recreation Superintendent plans, organizes, directs, and integrates the operation of streets, sidewalks, parks, recreation and facility maintenance, activities, and functions. The M&R Superintendent provides professional assistance to Town management in areas of expertise. The M&R Superintendent takes direction primarily from and reports to the Town Manager, or designee. The M&R Superintendent must have the ability to stand, walk, bend for extended periods, climb stairs, steep steps, and ladders with minimum protection, work outdoors in sometimes adverse conditions, and lift up to 100 lbs.

## **PRIMARY RESPONSIBILITIES**

1. **Oversee and direct** tasks for the various functions of the department; assign daily responsibilities and objectives, for example but not limited to repairs and maintenance of streets, sidewalks, parks, open space, and facilities; and follow up to ensure completion in a timely manner.
2. **Oversee and inspect** assigned parks, trails, athletic fields, parking lots, playgrounds, and facilities, to ensure safety and cleanliness.
3. **Manage timely completion of work orders and complaint forms**, then provide documentation to assigned staff, for tracking.
4. **Supervise, mentor and coach Maintenance Department employees** by implementing mentoring & training programs and by completing performance evaluations of full-time employees.
5. **Delegate, monitor, evaluate and follow-up** on all departmental tasks and projects.
6. Participate in the inspection of town-wide pedestrian paths, trails and sidewalks for Town Code compliance.

7. **Review and ensure** that Park Use Requests, and Parade and Public Assembly Requests meet Town policies and have been coordinated with the appropriate Town officials prior to providing approval. **Participate in the planning** of Town-wide special events.
8. **Prepare and submit documentation for billing** of projects, work orders and other tasks which may require town reimbursement.
9. **Prepare, organize and direct department resources to prepare for, respond to, and recover from weather events** and other emergencies impacting the community, including wind, rain, snow, ice and flooding events. **Work with the Water Superintendent during emergencies** of the public water system and coordinate staff and equipment as required. **Respond or delegate response, to after-hours emergencies** involving department areas of responsibility.
10. **Research and evaluate facilities and grounds** to ensure safety, general welfare and enjoyment of the public.
11. **Supervise departmental projects and work with contractors** to ensure safety, effectiveness, aesthetics and compliance with Town policies.
12. **Oversee and participate in snow removal** from streets, park lands, trails, assigned parking lots, sidewalks, storm damage recovery and other disaster mitigation operations, as required by the Town Manager or Mayor.
13. **Develops a positive and cooperative working relationships** with other Town departments & employees to coordinate projects and events. Develop positive working relationships with contractors and vendors.
14. **Perform inspections** town-wide for damaged signs, storm drains, and other problems.
15. **Prepare annual operating and capital budgets**, including proposals such as planning for proper allocation of personnel, equipment and monetary resources to ensure proper service to the public. Monitor department expenditures for budget compliance; and prepare purchase order requests for goods, services and materials.
16. **Coordinate and conduct monthly safety meetings** for the department.
17. **Ensure that all work performed is accomplished in a safe and efficient manner, in accordance with town policy, OSHA, MSDS, EPA standards** and/or other applicable State and Federal regulations.
18. **Coordinate major contracted services with Town Engineer** and oversee the construction.
19. **Prepare monthly reports** to Council.
20. **Respond to all inquiries in a courteous manner**, providing information within the scope of knowledge and authority.
21. **Analyze data** to determine answers to questions from customers or members of the public.
22. **Adhere to all town policies, procedures, and ordinances and Town Charter.**
23. Other related duties as assigned by Town Manager.

## **ADDITIONAL RESPONSIBILITIES**

1. Attend meetings of the Town Council, Streets and Sidewalks Committee, and Parks and Recreation Committee, and represent the Town at relevant trainings, workshops, conferences, and events.
2. Oversee the operation of construction equipment and power tools.
3. Maintain current and applicable certifications, and ensure the same for subordinate staff.
4. Coordinate schedules with Water Superintendent for use of shared public works equipment.
5. Schedule an annual preventative maintenance calendar for town-owned equipment.
6. Responsible for the installation and removal of seasonal banners, signs, decorations and lights.

7. May assist with the town's asset management program.
8. Prepare and file all relevant reports with government and regulatory authorities within established deadlines.
9. Manage contracted sanitation services.
10. Assist in various duties after-hours as required, including on-call, special events and weather-related emergencies.
11. File and maintain records and keep office and shop areas in an orderly fashion.
12. Perform work of higher classified positions occasionally, as assigned.
13. Perform duties of similar complexity in any town department as required or assigned.

## **AMERICANS WITH DISABILITIES ACT**

This is heavy work requiring the exertion of more than 100 pounds of force occasionally, and in excess of 50 pounds of force frequently or constantly to move objects. Labor-intensive tasks requires the constant ascend and descend of self outside and within buildings; positioning self to move about work space and places of inspection; balancing, stooping, kneeling, crouching, crawling, reaching, grasping, repetitive motions, standing, walking, pushing and pulling. Visual acuity is required for depth perception and color perception, night vision, visual inspection involving small defects and/or small parts. Manual dexterity and strength is required for the use of measuring devices, assembly, fabrication or repair of devices or equipment at arm's length. The worker may be subject to adverse environmental conditions of temperature, noise and vibration for an extended period of time. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. Vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels.

## **EDUCATION / QUALIFICATIONS / REQUIREMENTS**

### ***Education:***

High school diploma or equivalent education with at least five years of relevant experience.	or	Associate's Degree or certificate in a related field with at least three years of relevant experience	or	Bachelor's Degree in a related field from an accredited college or university with at least one year of relevant experience
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### ***Requirements:***

Must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form.

- Valid driver's license, auto insurance, and reliable transportation required during the term of employment. A CDL, Class B license is preferred, or must be obtained within 180 days of employment.
- Principles and practices of construction, repairs and/or maintenance in streets, sidewalks, parks and facilities required.

- Flagger Certification from the American Traffic Safety Services Associations is required, or must be obtained within 180 days of employment.
- Five years of supervisory experience, and experience in staff training and procedural manual development are required.
- Bi-lingual is preferable, but not required.
- Pre-employment drug testing is required.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to acquire considerable knowledge of the Town's Charter, Codes, functions, and policies/procedures, within 180 day probationary period.
- Ability to communicate effectively and tactfully through reading, writing, and speaking the English language.
- Ability to use good judgment in the completion of a variety of work situations; and plan work to meet deadlines.
- Ability to supervise work on a large scale over a wide area.
- Ability to respond to after-hours call-outs.
- Ability to work in extreme (hot and cold) temperatures.
- Ability and skill to safely operate machinery and other equipment including, but not limited to, backhoes, bulldozers, scrapers, dump trucks, mowers, tractors, other electrical and mechanical tools and equipment, as well as hand tools and safety equipment.
- Ability to independently make complex decisions in a timely manner.
- Ability to maintain a professional appearance and provide a positive company image to the public.
- Ability to establish and maintain effective working relationships with team, peers, elected officials, management and public.
- Knowledge of and ability to use office equipment including but not limited to: computer, facsimile machine, scanner, telephone, and copier.
- Knowledge of and the ability to use the Microsoft Office Suite and other applicable software.
- Knowledge of working with fuels, chemicals and potential contact with human or infectious waste. Operates within these extremes in the safest possible manner.
- Knowledge of OSHA, EPA and other safety-related regulations.
- Knowledge and skill of the application of pesticides and herbicides, and removal and/or treatment of invasive species.
- Knowledge of and ability to prepare a departmental budget including the allocation of revenues, equipment, and manpower.
- Knowledge of the principles and practices and skills necessary for street/roadway and storm drain maintenance, facility maintenance (including basic electricity and plumbing), pavement maintenance, parks and ground maintenance (including landscape and forestry), equipment maintenance, and refuse collection.

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Employee Signature

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Date

***NOTE:*** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.